

United States Department of Agriculture



Natural Resources Conservation Service
655 Parfet Street
Lakewood, CO 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: CO-360-07-01

Date: October 1, 2006

SUBJECT: PER – Ethics Training

TO: All Natural Resources Conservation Service (NRCS) Employees

PURPOSE: Ethics Training via AgLearn

EXPIRATION DATE: September 30, 2007

ACTION REQUIRED BY: November 17, 2006
Code:

File 360-8

On August 22, 2006, Dana York, Acting Chief, signed a memorandum entitled, Calendar Year (CY) 2006 Ethics Training Requirement which requires all NRCS employees to complete one hour of ethics training in CY06. It was addressed to Agency leadership and followed Secretary Mike Johanns' memorandum expressing the Department of Agriculture's (USDA) commitment to the highest ethical principles to maintain the public's trust.

The training requirement can be met by completing **three** of the Ethics training modules in AgLearn located at <http://www.aglearn.usda.gov/>. Two of the modules that are required will be added to employees learning plan in AgLearn by the National Employee Development Center (NEDC). The modules are: **Seeking Non-Federal Employment** and **Basic Post-Employment Restrictions**. Each employee will need to choose a third module and add to their own training plan. If you need assistance adding a third module to an employee's learning plan. Contact Henry Jackson, Human Resources Specialist, or Ila Binard, State Administrative Officer.

Employees will need to complete **all three modules by November 17, 2006**. AgLearn will follow-up with lists of employees who have not completed these modules and messages will be sent to supervisors.

The following is a list of all USDA ethics courses that will satisfy the third course requirement and are listed under "Catalog" in AgLearn.

- Web Based - Ethics: Acceptance of Payment from a Non-Federal Source for Travel Expenses
- Web Based - Ethics: Conflicting Interests
- Web Based - Ethics: Financial Disclosure (Recommended for those employees who must file a yearly Financial Disclosure)
- Web Based - Ethics: Frequent Flyer Navigation Aid

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- Web Based - Fundraising
- Web Based - Ethics: Gifts between Employees
- Web Based -Ethics: Gifts from Outside Sources
- Web Based - Ethics: Invitations from Outside Entities
- Web Based - Ethics: Training Module 21 New Employee Ethics Orientation
- Web Based - Ethics: Outside Employment
- Web Based -Ethics: Participation in Outside Organizations
- Web Based -Ethics: Political Activity
- Web Based - Ethics: Using Government Property and Time
- Web Based -Ethics: Government Purchase Card Training
- Web Based -Ethics: Teaching, Speaking, Writing
- Web Based - Ethics: Use of Government Travel Cards

If an employee is visually impaired and is experiencing problems using the USDA Ethics Training Modules on AgLearn, NRCS Ethics Office will host two Live Net meetings, with audio (via telephone) to provide the following training:

October 11, 2006 11 a.m. - 12 p.m. (Eastern Time) Basic Post Employment

November 7, 2006 11 a.m. - 12 p.m. (Eastern Time) Seeking Non-Federal Employment

If an employee is visually impaired, please let me know by October 13, 2006, so that another Live Net meeting for the third module can be scheduled with other states. The requirements of three completed modules will remain as above.



ALLEN GREEN
State Conservationist